


<b>FROM</b>	NAME & TITLE	ERIC W. TISO, SITE PLAN REVIEW COMMITTEE CHAIR	CITY of BALTIMORE  <b>MEMO</b>	
	AGENCY NAME & ADDRESS	LAND USE AND URBAN DESIGN DIVISION DEPARTMENT OF PLANNING 417 EAST FAYETTE STREET, 8 <sup>TH</sup> FLOOR		
	SUBJECT	SITE PLAN REVIEW COMMITTEE MINUTES FOR AUGUST 5, 2009		

**TO**

Captain John Carr, Fire Department  
Mr. Ken Sands, Parking Authority  
Mr. Kirkland Gabriel, DOT TEC  
Mr. Kevin Sullivan, DOT Planning  
Mr. John Thumbi, DOT Traffic  
Dr. Nollie P. Wood Jr., Mayor's Office  
Ms. Miriam Agrama, DHCD Plans Examining  
Mr. James Wescott, Finance  
Mr. Geoff Veale, Zoning Administrator  
Mr. David Tanner, BMZA

DATE:  
Date of Distribution: August 10, 2009

**In attendance were:**

- Eric Tiso, Wolde Ararsa, Gary Letteron, Anthony Cataldo, and Will Doane for the Department of Planning;
- Captain John Carr for the Fire Department;
- Kirkland Gabriel, John Thumbi, and Kevin Sullivan for the Department of Transportation;
- Ken Sands for the Parking Authority;
- Dr. Nollie Wood, Jr. for the Mayor's Commission on Disabilities;
- Milan Rai for HCD-Plans Examining; and
- Vivaldi Nguyen and James Carroll for the Department of Public Works.

**Agenda**

1. 3901 Hillen Road – Northwood Baseball League – Ballfield Improvements
2. 2601 West Franklin Street – Church and Parking Lot (FTA)

**Plans Update**

1. 3012 East Northern Parkway / Northern Pharmacy Parking Lot Expansion – CCB #09-0351 – Approved.
2. 1500-1620 Union Avenue / Union Mill PUD Proposal – Approved.

## **3901 Hillen Road – Northwood Baseball League – Ballfield Improvements**

**Zoning:** R-5 (M&CC Owned)

Plans Date: 31 July 2009

**Block/Lot:** 3948/001

**Urban Renewal:** None

**Environmental:** Stormwater Management, Forest Conservation Program

**Historic:** None

**Total Site Area:** ±195.217 Acres / ±14.4 acres in this project

**Gross Square Footage:** ±3,600 sqft field house

In addition to Committee Members and Planning staff, in attendance was:

- William A. Schaller, Project Manager for Morgan State University;
- Brian R. Shadrick, Mahan Rykiel Assoc.; and
- Kristy Taylor, Mayor's Office of Neighborhoods.

### **Project Summary:**

3901 Hillen Road is leased from the City to the Northwood Baseball League (NBL), and is now used as three little league baseball diamonds, with accompanying minor concessions. The property will now be sub-leased to Morgan State University (MSU). In exchange for partial use rights, MSU will redevelop this portion of the property for four ball fields, with a new field house. A parking lot be provided, linking an existing MSU parking lot to a new curb cut on Argonne Drive.

### **Comments & Issues:**

- Project:
  - Four fields will be developed, two for little league use, one NCAA-regulation baseball field, and one NCAA-regulation fast-pitch softball field. A new 3,600 sqft field house will be built that will provide storage, restroom facilities, and an improved concessions stand. Concessions will be limited to those prepared with plug-in devices (*i.e.* not fry hoods, commercial cooking, etc.).
  - One baseball season will be lost in construction, with opening date of the new facility set for April, 2011.
  - Seating for visitors will be provided on three-tier aluminum bleachers located behind each home plate.
  - Dumpster location should be on a concrete pad with a masonry enclosure and board-on-board gate. The location of the dumpster may move forward into the parking lot area, depending on the type of trash truck that will service this site. If a side-loading truck can be used, it would be optimal. A front-loading truck will need the dumpster to be placed as shown in the plan, plus additional swing room in the parking lot. The fields will only be scheduled for use three or four days per week, scheduling trash pickup to avoid conflicts should be attainable.

- Environmental:
  - This project triggers stormwater management (SWM) program requirements
  - This project triggers Forest Conservation program requirements. A Forest Stand Delineation (FSD) has been accepted. Part of the Forest Conservation requirements are being met off-site as part of the landscaping for Hillen Road. These plans and the timeline must be submitted to Gary Letteron for review and approval.
  - Applicant is working with DPW to confirm permission to use washwater pond for drainage. Additionally, appropriate City permission is required prior to removal of the forested area from City property.
  - American Elms or another non-invasive shade tree will be used instead of the Asian Elm currently shown on the plant list.
- Parking:
  - The project will create a new curb cut on Argonne Drive, and a linear parking lot with 96 spaces that will connect to the existing MSU parking lot. The connected parking lots will support one-another as overflow lots. On-street parking has been reduced recently with changes to Argonne Drive.
  - Four of the 96 parking spaces are handicapped accessible - please label them as such (shown on site plan, but not planting plan). ADA aprons should be shown for the sidewalk as it continues across the new curb cut from Argonne Drive.
  - Double-loaded parking spaces are shown at 9' by 18' with a 24' aisle. Please show them as 9' by 20' with a 20' aisle.
  - Add a stop sign at each end of the proposed parking lot to emphasize safety. These may be double-posted as upright signs and painted on the surface, with or without decorative posts.
  - A bike rack is shown adjacent to the field house. This location may be adjusted slightly, depending on site conditions.
- Lighting: The site will be lit for night use. Details should be included on amended drawings. We understand that the lighting fixtures for the fields will have cut-offs that will minimize the amount of light spilling onto neighboring properties. The parking lot and interior pathways will be lit by shoebox standards that will direct light-down.
- Accessibility:
  - Accessible seating is not provided, though all bleachers will have adequate clear-area space immediately adjacent on concrete pads that are at grade level. Consider accessible seating alternatives.
  - All slopes on the site will be less than 5% grade, and interior walkways will be asphalted.
- Zoning Analysis: The field house will be considered an accessory use to the ball fields.

### Next Steps

- Submit two complete sets of revised plans for final approval and stamp.

**NOTE**

- **Approvals of site plans are contingent upon the applicant fulfilling all the site plan requirements, Subdivision Rules and Regulations, Zoning Code requirements, Forest Conservation requirements, Critical Area and related environmental controls, Traffic Impact Study requirements, and addressing all comments provided by the Site Plan Review Committee during and after the plan review process.**
- **All approved final site plans must be stamped.**

Minutes will be e-mailed to: Brian R. Shadrick

## **2601 West Franklin Street – Church and Parking Lot**

**Zoning:** M-2-1

Plans Date: N/A

**Block/Lot:** 2209/001

**Urban Renewal:** None

**Environmental:** None

**Historic:** None

**Total Site Area:** ±3.772 Acres

Project applicants failed to appear. This project will be rescheduled for a future date.